Approved For Release 2000/08/10: 12/45-00252-000100050009-5

12524000100030009a

45 10 LAN

23 July 1952

CONFIDENTIAL

MEMORANDUM: FOR THE RECORD

SUBJECT : Regular Weekly Staff Meeting

25X1A9a

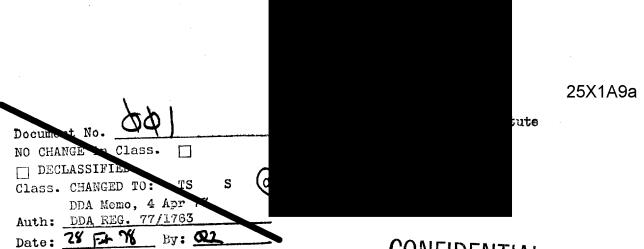
1. On Tuesday morning 22 July 1952 Col. Beard,

met to discuss the particumet to discuss the particuthat staff meetings from henceforth would become a regular weekly affair, to
be held every Tuesday morning at 9:00 a.m. The Chief, Support Staff, is to
act as reporter of proceedings and the conference shall be attended by the
above individuals and by any other members of Training where the proposed
agenda would indicate a need for their presence.

2. The following items were discussed:

correspondence and informational procedure for internal use within the Office of Training. He cited as an example for the definite need of this written procedure, the recent case in which an employee of OTR, without the knowledge and/or consent of the Director of Training and the Deputy Director for Training (General), negotiated with four individuals for employment with the Agency to conduct a summer seminar prior to receiving clearance on these individuals from Inspection and Security. Definite commitments were made to the individuals concerned and overt steps were taken by one of them to move his family to Washington, thereby incurring great expense. It developed that three of the individuals did not meet security requirements and could not be employed by the Agency with resultant embarrassment to the Agency and possible legal action.

b. The names and positions of the three individuals are as follows:



Approved For Release 200 CONFIDENTIAL 00100050009-5

208926

SECRET

Approved For Release 2000/08/10 CLA-RDP54:00252A000100050009-5

These names are listed in order that employees of OTR will be on notice that the individuals do not meet security requirements.

c. Col. Baird will issue a memorandum shortly to all office heads
which will require that the Cover Division be kept currently advised
of all educational and training institutions that OTR has contracts with
or is negotiating with. This memorandum comes about by a recent negotia-
tion with which, it developed, is an ex-
tremely poor cover for our activities.

25X1A5a1

25X1A9a

e. Through the reorganization of the DDP office, it is anticipated that there will be approximately 350 potential personnel for other slots in the Agency. Col. Baird feels that OTR should offer a program to develop these people and through an assessment program a determination made and their possible future assignment. If this develops, OTR may need additional space and it may be necessary to move some present training units to is to check into the housing situation at to determine what our potential is.

25X1A6a

25X1A6a 25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a 25X1A9a

- the transfer of staff to TR(S) should release a continuous space in staff to TR(S) should release a continuous of Administrative 25X1A6d services is negotiating for additional space in in order that we may have two contiguous wings which would permit the consolidation 25X1A6d of the testing requirements of OTR.
- g. Discussion was had of the present Career Bervice Program as affected by the reorganization of the DDP. recommended a uniform Career Service Program for OTR and the establishment of a Personnel Policy Board within Training.
- h. Col. Baird informally approved the reorganization of space in wing 3, first floor, Temperary I Building in order to provide adequate space for as well as to provide better utilization and consolidation of Support and Training activities.
- plan laid on not only for TR(C) but for OTR in general. will look into this with the view in mind of revising the plan to incorporate new personnel and recent space changes.

25X1A9a

Chief, Support Staff

Approved F | ClA-RDP54-00252A000100050009-5